



FORM 4: EXCHANGE PROGRAM – ACADEMIC REFERENCE

TO BE COMPLETED BY THE APPLICANT AND FORWARDED TO THE REFEREE

Family Name _____ Student No _____

First Name _____

Name of Referee _____

GUIDELINES FOR THE REFEREE

On your personal UNSW letterhead please comment on the above student's academic ability and motivation(s) for going on exchange taking into consideration the following criteria. How you decide to write the reference is totally up to you. You may find it easier to use a tick box layout with excellent, good or needs improvement as your answer. In a lot of cases your main contact with the student will be limited to lectures and tutorials. Where you do not know the student on a personal level we recommend that you ask the student to provide a copy of their statement of purpose and transcript so you have a better understanding as to why the student is applying for exchange.

- How long and in what capacity have you known this applicant
- Your assessment of the applicant's academic ability and past performance
- How well you think the applicant will adjust/cope with the demands of working independently in a new and different environment
- The applicant's maturity and motivations for studying overseas
- Any strengths or weaknesses
- Any other comments that may contribute to an evaluation of this applicant

The references are confidential and we ask that referees forward them **DIRECTLY** to the Exchange Office as soon as possible at the following address:

International Exchange Program
Level 2, East Wing
Red Centre Building
UNSW Kensington 2052

Thank you for providing this reference. Your comments will be very helpful in determining the outcome of this exchange application.

If you have any enquiries, please contact us on 9385 7276 or email intex@unsw.edu.au